

# AMERICAN EMBASSY BELGRADE

## Foreign Agricultural Services (FAS)

Announcing an open position for

### Title: Administrative Assistant

- OPEN TO:** All interested candidates
- POSITION:** **Administrative Assistant;** FSN-07/FP-07  
*Full Performance Level: The successful candidate may be hired at a developmental level, i.e. position grade below the full performance level, if Management decides that the incumbent should be trained to apply his/her knowledge, skills and abilities towards specific procedures, programs and policies related to the position.*
- OPENING DATE:** July 31, 2013
- CLOSING DATE:** August 15, 2013
- WORK HOURS:** Full-time (40 hours per week)
- SALARY:** \*Not-Ordinarily Resident: See the Human Resources Office for more details. (FP-07 position grade to be confirmed by Washington).  
\* Ordinarily Resident: (FSN-07).
- LENGTH OF HIRE:** **Permanent position**

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

Under current law, non-Serbian and American citizens, who are not/not Appointment Eligible Family Members, Eligible Family Members or U.S. citizen Members of Household (MOHs) officially recognized by the Ministry of Foreign Affairs, must possess a valid Serbian residence and work permit in compliance with host government laws and regulations prior to application. **Copies of the permits must be sent with the application. The Embassy/Consulate cannot sponsor applicants for either permit, except for U.S. citizen MOHs. Laws regarding residency are subject to change at any time.**

All applicants are instructed to address all of the required qualifications including knowledge, skills and abilities as detailed below with specific examples and comprehensive supporting information. Only applications that address the required qualifications are to be considered. **Applicants whose experience includes other duties and responsibilities than those required for this position, shall provide a detailed breakdown of duties to define how many hours per day they have spent working in each function in accordance to the position description. Applications that do not provide sufficient detail will not be considered.**

### **BASIC FUNCTION OF THE POSITION**

Performs complex administrative and office manager duties which require knowledge of administrative operations, the budgetary and fiscal processes. Conducts marketing, budget reviews and assists in technical assistance programs and procedures of the office to which the contract services are to support. Coordinates with Embassy Budget and Fiscal Office and advises Office Head of the status of funds. Prepares logistical and financial documents and reports, reconcile accounts, administers official travel and prepares documents for finances to process. Maintains funds for assistance programs and salaries, expenses and benefits for Department's Specialists. Keeps time and attendance record, coordinates appointments, administers mail, calls, enquiries, updates and maintains database, contact lists, maintains Trade Lead Database and handles office procurement needs. Assists in preparing activities under the Country Strategic Statement, assist on United States Department of Agriculture/Foreign Agriculture Service (USDA/FAS) events, market research, preparation of briefing materials, communication with Government personnel to acquire and disseminate information, distribute brochures, etc.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

**Education:** Completion of secondary school is required.

**Prior Work Experience:** Three years of progressively responsible experience in a business environment, with emphasis on analyzing and interpreting data and presenting findings in comprehensive written form. Basic understanding of agricultural trade. At least one year experience in USG working environment.

**Knowledge:** Strong understanding of office management and some knowledge of USG accounting and budgetary procedures. Some understanding of host country agricultural developments and policies and U.S. trading practice. Very good knowledge of agribusiness in U.S. and Serbia is helpful. Familiarity with USG accounting and budgetary process and forms, travel regulations, personnel practices.

**Skills and abilities:** Able to work with embassy administrative personnel and Agricultural Specialist to support USDA's program in Belgrade. Must be able to conceive, organize and execute plans for monitoring budgets, procurement, travel, marketing promotion activities and able to develop and maintain extensive range of contacts in the host Government and private sector. Must be objective when providing professional advice and recommendations. Must be skilled in using computer software programs for developing data banks (CRM), flow or charts and diagrams as well as preparing report formats for submission to Washington.

**Language proficiency:** S-4/R-4/W-4 (fluent) English is required. S-4/R-4/W-4 (fluent) Serbian is required.

### **SELECTION PROCESS**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

***Note: Candidates will be tested for language and other skills during the interview process.***

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Successful candidate must be able to obtain an appropriate security clearance required for the position.

#### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member ([DS-174](#)); **OR**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **OR**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **PLUS**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position
- B. Title Position
- C. Grade Vacancy
- D. Announcement Number (if known)
- E. Dates Available for Work  
First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

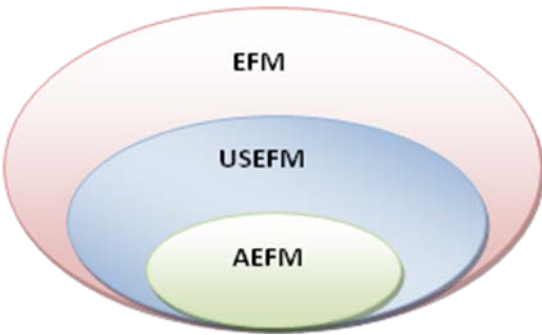
**Note: DO NOT enclose the original documents to your application, as they will not be returned.  
Application language is English.**

**SUBMIT APPLICATION TO**      THE HUMAN RESOURCES OFFICE  
AMERICAN EMBASSY BELGRADE  
BUL. KNEZA ALEKSANDRA KARADJORDJEVIĆA 92  
11000 BELGRADE

**NOTE: Candidates submitting applications by e-mail are required to consolidate their application, curriculum vitae, and enclosing scanned documentation into one Microsoft Word document only. E-mail applications with more than one attachment will be disregarded.**

**POINT OF CONTACT**      Telephone: 706 4000, ext. 4266  
Fax: 706 4005  
E-mail: [belgradehro@state.gov](mailto:belgradehro@state.gov)

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

**1. Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**2. US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**3. Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

**4. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**5. Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: August 15, 2013**  
**ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

*Please note: Short listing and interviews are normally completed within six weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within six weeks of the closing date.*

The US Mission in Serbia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.